

Delete Archive

Delete

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∕⊗ Junk ~

🔯 Clean Up 🗸

Junk Mail in Classic Outlook

- 1. In your top navigation bar, select Junk
- 2. Select Junk E-mail Options...

Here you can add Safe Senders, Safe Recipients, and Block Senders

To Block Senders:

- 3. Click Block Senders
- 4. Click Add...
- 5. Type in the email address
- 6. Click OK



Junk Mail in New Outlook

- 1. Click on the Settings Cog Wheel
- 2. Go to Mail
- 3. Click Junk email

Here you can add **Blocked senders and domains** and **Safe senders and domains**

To Block Sender

- 4. Click Add
- 5. Type in the email address
- 6. Click Save



Q quarantine@messaging.microsoft.com To: @ Technology Training		© ← ← ⊘ ♥ 🗄 ···· · · · Sun 07-Apr-24 11:22 PM
	Microsoft Review These Messages 1 messages are being held for you to review as of 4/8/2024 5:20:44 AM (UTC). Review them within 30 days of the received date by going to the Quarantine page in the Security Center.	
	Prevented phish messages Sender: Subject: [SPAM] 专注哈萨克斯坦等中亚五国 / 俄罗斯汽运运输服务,一带一路我们携手共赢 Date: 4/7/2024 5:32:39 AM Review Message Release	

You may receive an email from Microsoft with the subject line "You Have Messages in Quarantine," when mes sages have been flagged for security risks. This is a security feature implemented as part of M365 Outlook.

How to View your Quarantine Emails?

Go to Microsoft Defender: Quarantine - Microsoft Defender

Within the defender, you have lots of options as seen below.



- **Release:** This option will allow you to release the message back to your mailbox
- Delete messages: This will delete your message from your Quarantine
- **Preview Message:** This will allow you to preview the message content
- **Under More:** You can block the sender or just preview the heading of the message

How to View your Shared Mailbox Quarantine Emails?

- 1. Select Filters
- 2. Under Recipient Address type your Shared Mailbox
- 🏹 Filter

3. Click Apply